■ ■ Criminal Justice Record System Improvement Program ■ ■
2004 Program Guidelines

I.   INTRODUCTION

Authority & Purpose

Funds for this program come from the United States Department of Justice, Bureau of Justice Assistance, Edward Byrne Memorial State and Local Law Enforcement Assistance Program. The Byrne Grant Program is a partnership among federal, state, and local governments to create safer communities and improved criminal justice systems. The Byrne Grant Program requires each state to allocate at least 5 percent of its annual award of federal funds for the improvement of criminal justice records.

The Criminal Justice Record System Improvement Program is administered by the Department of Criminal Justice Services (DCJS) to provide funds for the development of information systems for more widespread detection, apprehension, prosecution, adjudication, detention and rehabilitation of offenders.

The Commonwealth of Virginia's coordinated efforts toward improving criminal justice records began in 1992 with the formation of the Criminal History Records Improvement (CHRI) Task Force by the Criminal Justice Services Board (Board). The Task Force identified improvements needed in Virginia's criminal history records system and developed objectives to aid in achieving the overall goals of enhancing the timeliness, accuracy, and completeness of criminal history records.

During 1996, the Board and DCJS developed a strategic planning guide for statewide criminal justice efforts. The guide, *Community-Oriented Justice: Strategies for Virginia,* added additional criminal justice record system improvement goals that take advantage of technological advances and support a community's right to determine its own safety needs and solutions. Specific goals include:

- Automate and network the entire criminal justice system, from arrest to post-release, to make criminal justice information available where and when those who work in the system need it.

- Encourage the development of technology that would enable local and state agencies to share information to improve the criminal justice system and enhance services to victims.

- Develop and enhance interfaces that facilitate the exchange of information among criminal justice agencies.

- Continue to assist Virginia localities in the conversion to Incident-Based Reporting systems.

- Automate the collection and dissemination of critical information, court opinions and research material.

- Evaluate standards for electronic data interchange for operation of the Courts Automated Information System (CAIS).

- Initiate utilization of video teleconferencing technology by magistrates and juvenile intake officers.

The Criminal Justice Information Systems Committee (CJIS) of the Board replaced and continues the efforts of the Task Force. Additional Criminal Justice Record System Improvement goals and priorities are recommended by CJIS. In accordance with the aforementioned plans and priorities, the DCJS offers yearly grant awards to support projects which have the goal of improving the operation of criminal justice records systems.

Eligibility Requirements

Units of local government, state agencies and state institutions of higher learning are eligible to receive these funds. For this offering, consideration will be given only to new projects which are not currently being supported by the Criminal Justice Record System Improvement Program or other grant programs administered by DCJS or the United States Department of Justice.

Restrictions/Requirements

The Secretary of Public Safety, the Criminal Justice Services Board and the Director of the Department of Criminal Justice Services have established additional conditions for receiving grant funds under this program.

1. Agencies receiving grant awards must show substantial compliance with laws and regulations relating to accuracy, completeness, and timeliness of criminal history record submissions during the grant cycle. This includes submission of arrest, fingerprint, and charge disposition information to CCRE and entry of warrants and protective orders into the Virginia Crime Information Network (VCIN). The Department of State Police, Central Criminal Records Exchange (CCRE), assists the DCJS in monitoring this requirement. If submission or data quality-related problems are identified prior to or during the grant period, agency administrators must document measures to solve problems prior to drawing down funds.

Special conditions related to compliance with laws and regulations are attached to all grant awards.

2. Localities must participate in the Interface Program between the CCRE and the Courts Automated Information System (CAIS), administered by the Supreme Court of Virginia, to monitor record submissions. If not already a participant, a tentative date for implementation of the program, endorsed by the Supreme Court and participating local courts, must accompany the grant application form. Grant funds may be withheld if implementation is not completed within the required time period, unless otherwise approved.

3. Software development projects, which involve the indexing or enumeration of Virginia criminal code citations, must use the Uniform Statute Citation Table developed by the Department of State Police. This special condition promotes standardization and specificity of offense descriptions used in Virginia information systems.

Amount Available

Applications for funding for programs are eligible for a maximum annual award of $200,000 ($150,000 federal grant funds combined with $50,000 matching funds) for regional projects or $70,000 ($52,500 federal funds, $17,500 match) for projects for single agencies. (In order to be considered a regional project, a proposal shall include the participation of either three or more political subdivisions [e.g., two counties and a town] or three or more components of a local criminal justice system [e.g., law enforcement agency, Office of Commonwealth's Attorney and regional jail.)

Program Match Requirements

Grant recipients must provide matching funds in the amount of 25% of the total cost of the proposed project (e.g., a project that is expected to cost $160,000 shall include a match of $40,000). All matching funds shall be cash and shall not include federal funds.

Grant Period

The grant award period for this offering is from July 1, 2004 through June 30, 2005.

Unless otherwise approved (or limited) by DCJS, forty-eight months is the maximum amount of time grant funds provided by this program may be used to support a project. Each year DCJS determines whether a project will be awarded continuation funding. That determination is based on the availability of federal funds, the project's performance in meeting its stated goals and objectives and the project's compliance with the requirements and conditions of this grant program.

How to Apply/Deadline

Instructions and a description of the Criminal Justice Record System Improvement Program begin on page 6. The application is contained on pages 18-27. An application checklist is located on page 18.

An original and four (4) complete copies (5 total) of the DCJS Grant Application must be received at DCJS' offices by 5:00 PM on April 16, 2004. Facsimile and electronic copies **will not** be accepted. **Do not** submit bound grants. Individual copies should be either stapled or clipped. **Do not** use appendix material to extend or substitute for the narrative portion of the application. **Do not** submit appendices unless they are requested or essential to the review of the grant application. Appendices should be labeled and separated from the narrative and budget sections. Number **all** pages sequentially. Use 8 ½" by 11" paper only. All parts of the application <u>must</u> be completed.

Submit grants to:

> Department of Criminal Justice Services
> 805 E. Broad Street
> Richmond, VA 23219

Review Process

DCJS staff and the Criminal Justice Information Systems Committee of the Criminal Justice Services Board review grant applications. Final approval is at the discretion of the Criminal Justice Services Board.

Technical Assistance

For assistance with the grant application or other technical assistance, contact Department of Criminal Justice Services, Technical Services Section:

- Ben Wood   (804) 225-4867   (bwood@dcjs.state.va.us)
- Butch Johnstone   (540) 561-6656   (bjohnstone@dcjs.state.va.us
- Chuck Ruble   (276) 326-2064   (chuckr@4seasonswireless.net)

Additional contacts for selected state information systems may be found in the Contacts/Technical Assistance section on page 9.

II.   PROGRAM BRIEF

CRIMINAL JUSTICE RECORD SYSTEM IMPROVEMENT PROGRAM

Purpose

The Criminal Justice Record System Improvement Program is administered by the Department of Criminal Justice Services (DCJS) to provide funds for the development of information systems for more widespread detection, apprehension, prosecution, adjudication, detention, and rehabilitation of offenders. Record system improvements facilitate submission of criminal history record information (CHRI) to appropriate state repositories, the reporting, exchange and use of incident-based (IBR) and other criminal incident and offender information, and address additional goals as proposed in the *Community-Oriented Justice: Strategies for Virginia* (pp. 55-65).

Program Concept

Development of computerized information systems and software interface programs facilitate the electronic transfer and use of CHRI, IBR and other crime incident and offender information to and from the state repositories. These programs enhance the quality of criminal justice records, timeliness of submission of criminal justice data and accessibility of such data. These systems and programs provide tracking and monitoring capabilities that are essential to addressing submission and data quality problems. These projects enhance public safety by providing accurate, complete and timely criminal justice information to criminal justice professionals.

Improvements to current criminal justice data systems are also considered under this program.

Following are examples of the types of programs eligible for funding through this grant:

1. *Transfer of Criminal Justice Information*

    a. Proposals related to the collection, sharing and use of criminal records and crime incident data and analysis on a statewide and regional basis;

    b. Procurement of VCIN technology which provides criminal history record access, entry of warrant information and protective orders;

    c. Development of automated tracking and monitoring programs for CHRI, including software development and modification of current systems to accommodate cross-referencing of CHRI-related processes and data; and

    d. Implementations of live scan technology (AFIS) and integration of live scan with automated record systems.

2. *Enhance the quality of criminal history records*

    a. Proposals to modify current data systems for the purpose of incorporating additional criminal history-related data; and

    b. Projects which enhance the completeness of data in the CCRE.

Priorities

The Criminal Justice Information Systems Committee has designated three initiatives as priorities for Criminal Justice Record System Improvement Program funding: (1) development or enhancement of regional information systems networks that facilitate the sharing of criminal justice information among agencies, (2) procurement and implementation of live scan systems and systems that provide improved access to the Virginia Crime Information Network and (3) development and implementation of systems that provide for remote reporting of information describing criminal incidents and offenders.

Goals and Objectives

The overall goal of this program is the improvement of the quality of criminal justice records.

Additional objectives are:

- To develop information systems for widespread detection, apprehension, prosecution, adjudication, detention and rehabilitation of offenders.
- To enhance the timeliness, accuracy and completeness of criminal history information.
- To improve criminal incident and offender data collection, dissemination and analysis.
- To increase responsiveness to user needs.
- To support the incident-based crime reporting program.

Applicants are responsible for developing the objectives they will strive to meet in order to attain these goals. Objectives must be specifically related to the needs that have been described. Guidelines for developing objectives are found on page 15.

Implementation

The description of the implementation process should, at minimum, address the following critical elements:

1. A plan for accomplishing the overall goals of the project. The implementation plan builds upon the description of the current system/process/procedure and its deficiencies. The implementation plan is a detailed statement of the benchmarks and/or strategies required for completion of the objectives to achieve the project's goal.

Additional Requirements

To facilitate monitoring and encourage the timely implementation of grant programs, the following requirements apply.

1. In the narrative section of the grant application, describe the current information system(s) and identify components that need improvement and describe the problems associated with those components.

2. For interface and regional programs, the applicant must attach a letter of support from the other agencies participating in the program. (For example, if a local law enforcement agency seeks funding to interface with a local court, a letter of endorsement from the court must accompany the grant application.) A single letter of endorsement, signed by all participants, is acceptable for projects with multiple participants.

3. For applicants seeking VCIN access, a letter from the Department of State Police authorizing the agency for VCIN access must be attached to the grant application.

4. Projects using commercial software development or integration services to provide system improvements, must include a letter from the vendor(s) acknowledging understanding that final payment for services cannot be drawn from DCJS until a letter of acceptance of the contracted services is provided to DCJS by the grant recipient. A special condition, requiring this letter, will be attached to the grant award. This requirement helps ensure that commercial vendors understand their obligation to bring about completion of projects <u>during the grant period</u>.

5. **Special conditions apply to the development of software.** In addition to Condition # 11 in the *Assurances* attachment to the grant application, there are copyright ownership considerations administered by the Office of the Secretary of the Commonwealth. Special conditions will be attached to the grant award to ensure compliance with proper procedures prior to the dispersal of funds.

Evaluation

Development of the plan described in the implementation process must include a description of the means for determining whether or not the program is successful. Success must be measured in terms of completion of objectives. The evaluation process must be included in the implementation plan and the evaluation must be completed by the conclusion of the grant period.

Contacts/Technical Assistance

For assistance with the grant application or other technical assistance, contact Department of Criminal Justice Services:

- Ben Wood   (804) 225-4867   (bwood@dcjs.state.va.us)
- Butch Johnstone (540) 561-6656   (bjohnstone@dcjs.state.va.us)
- Chuck Ruble   (276) 326-2064   (chuckr@4seasonswireless.net)

For information related to VCIN access, contact 1st Sgt. Fagin, (804) 674-2148, Records Management Section, Department of State Police.

For information related to the Live Scan program, contact Elaine Zacharias, Data Processing Section, Department of State Police, (804) 674-2000/674-2266.

For information on local interface programs, contact Ken Mittendorf, MIS Director, Supreme Court of Virginia, (804) 786-7816.

The application forms and instructions in the following sections are intended for use with the application for Criminal Justice Record System Improvement grants.

III. APPLICATION FORMS & INSTRUCTIONS

A. Instructions for the first application page:

Grant Program: The name of the grant program is included on the form contained in this guide. "Byrne Memorial Grant Program"

Applicant: Use this space to provide the name of the locality or state agency applying.

Jurisdiction(s) Served: List all local units of government participating in the project. If statewide, enter "statewide."

Program Title: The program title is included on the form contained in this guide. "Criminal Justice Record System Improvement"

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed.

Program Administrator. The person who has authority to formally commit the locality or state agency to complying with the terms of the grant application including provision of the required cash match. This must be the chief executive officer or chief elected official of a local unit of government or Director of a state agency (e.g. County Administrator, Mayor, City Manager; NOT Sheriff or Chief of Police). If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, then please provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax as well as telephone numbers for each person. If possible, please provide an e-mail address.

Brief Project Description - A short description of the project your agency is proposing.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Use the "Itemized Budget" forms to detail all proposed expenditures to be made with grant funds, including matching funds. Supply line item breakdowns of figures, divided into federal and applicant match. <u>The proposed grant budget must reflect match on a line-by-line basis.</u>

It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions which apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from <u>non-federal sources</u>.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; antennas; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

1. **Personnel/Employees**

    a. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

    b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. <u>Consultants</u>

> Charges for system or network installation and cabling, training, and data conversion are listed in this section. Each item must specify the time (hours or days) required to provide these services.

> a. Individual Consultants<u>.</u>

> <u>For individuals to be reimbursed for personal services on a fee basis</u>: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **Individual consultant's rate may not exceed the approved federal rate of $450.00 per day.**

> a. Organizations and Associations.

> <u>For organizations, including professional associations and educational institutions, performing professional services</u>: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

> b. Consultants' Subsistence and Travel.

> Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied.

Requests for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The narrative must clearly explain the need for consultant services.

3. <u>**Travel and Subsistence for Project Personnel**</u>

> Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

> *The approval of travel expenses for this program is rare and must be fully justified in the narrative section.*

4. **Equipment**

   Each major item to be purchased shall be separately listed with its unit cost. Each item to be leased or rented shall be separately listed with the cost associated with the lease or rental. The ***budget narrative*** must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted. If computer operating system or networking software is included with the purchase of the computer or network component, and is included in the purchase price of the component, there is no need to list it separately. If the operating system or networking software is purchased separately, then itemize it in section 5 "Supplies and Other Operating Expenses".

5. **Supplies and Other Expenses**

   All software costs, including types of software (e.g., records management software, operating system software, interface software) and factors, such as costs for user or "seat" licenses, that contribute to the determination of software costs should be itemized within this category.

6. **Indirect Costs**

   Indirect costs associated with this program **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for the indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

7. **Cash Funds**   (Supporting this project from sources other than the grant program.)

   This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

C. **Project Budget Narrative**:

   In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative which explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly

justified and clearly related to the proposed project or they will be deleted from the budget.

D. Project Description:

Describe in detail the need for the project, goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. To complete this section of the application, please use the following format:

Program Title: "Criminal Justice Record System Improvement Program"

Need Justification:

Describe in specific terms the deficiency the project is intended to address. State directly and completely why there is a need for a grant. Describe the nature and extent of the problem or need. Describe existing resources and services that are currently available to meet that need, and state why those resources and services are inadequate.

The following items are <u>minimum</u> guidelines for the types of information that should be included. Your narrative description need only include those factors that are relevant to your program. Include other data you feel are relevant.

1. For programs designed to transfer criminal history information between criminal justice agencies and the CCRE or programs transferring and/or analyzing IBR data on a local, regional, or statewide basis:

    a. Estimate the current level of activity related to the problem.
        (1). Number/type of records currently processed, accuracy, and transfer time.
        (2). A description of audits or exception reports that have been conducted concerning project activity.
        (3). A description of data management problems identified as affecting data quality, data flow process, or security of criminal history record information.

    b. Estimate an acceptable level of activity. State that the need or demand for services or activities exceeds your current capabilities.

Goals and Objectives:

The overall goal of this program is data quality improvement. Program objectives are described in the Program Brief beginning on page 6. When completing this section of the

application, include applicable required objectives and any additional objectives you may have developed in designing your project.

An objective is a statement that sets forth a particular result that the project strives to attain. The attainment of an objective contributes to the accomplishment of the overall goal. Objective statements contain four parts: *what, how much, to whom, and when*.

Objective statements:

1. Begin with an action verb.
2. Specify a single key result; *what* will be accomplished toward the goal. (Example: *Reduce the time* required to process criminal history records).
3. Quantify and state the objective in terms that can be measured. Verify *how much* will be accomplished. (Example: Reduce the time required to process criminal history records from *ten days to six days*).
4. Indicate the intended targets, *to whom*, of the objective. (Example: Reduce the time required *by clerks* to process criminal history records from 10 days to 6 days).
5. State *when*, within the grant period, the objective will be accomplished. (Example: *Over the next twelve months*, reduce the time required by clerks to process criminal history records from 10 days to 6 days).
6. Relate directly to the data provided in the need justification.
7. Are challenging, but realistically attainable with the resources that are requested.

Implementation:

Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the goals.

DCJS gives priority to programs designed to be incorporated into the on-going operations of the applicant. Use this section to describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

Workplan:

Describe the steps or actions necessary to accomplish the goal and objectives of the project. Provide *anticipated* begin and end dates for each step. Use the form on Grant Application Page 7 (Program Guide, p. 26), or include in the narrative, as desired.

(Workplan examples: assemble advisory committee, June 1 - June 15; identify IBR system alternatives, July 15 - August 15; purchase equipment, October 10 - October 20; new system acceptance testing, May 1 - May 31.)

Your Workplan provides the basis for future quarterly reports, so provide a Workplan that is sufficiently detailed to facilitate reporting of project activities.

Evaluation:

Describe how you intend to measure the success of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to evaluate the achievement of objectives. Describe how data and information will be analyzed. Describe measurement techniques that will be used. Present this plan in the space provided in the WORKPLAN form (Application page 7) [Program Guide, p.26] or on a separate sheet (Application page 8) [Program Guide, p.27]

Ideally an evaluation of a program will consist of more than the accumulation of quantitative information on the delivery of services, personnel utilized, level of activities and funds spent. It will provide a qualitative assessment of the overall impact of the program. Priority consideration is given to applications including a carefully thought-out method of conducting such an evaluation

IV.   **Attachments (NOT INCLUDED IN THIS GUIDE)**

   Certifications, General Grant Conditions and Assurances:

   A complete grant application includes signature pages from two documents not contained in this program guide:

   1. *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*

   2. *General Grant Conditions and Assurances [Attachment A]*.

   The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Forms are available for download on the DCJS website or paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.

Web address for forms: [http://info.dcjs.state.va.us/sections/forms.cfm#grant]

GRANT APPLICATION CHECKLIST

[A complete application consists of the forms contained in this guide (plus additional pages that may be required) and the signature pages from the attachments described in Section IV, page 16.]

❏ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator = city/town manager, county executive, mayor or chairman of the board of supervisors, or the agency director (for state agencies)]

❏ Have all applicable parts of the Grant Application, Itemized Budget been completed?

❏ Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)

❏ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?

❏ Does the Project Description contain the following:

   ❏ Need Justification?
   ❏ Goals and Objectives?
   ❏ Implementation?
   ❏ A Workplan?
   ❏ An Evaluation Plan?

❏ **Are the following attachments included (if needed) with the grant application, as additional requirements described on page 8 & 9?**

   ❏ interface program endorsement letters,
   ❏ VCIN terminal authorization letter from Department of State Police
   ❏ acknowledgment letters from vendors

❏ Does the material being submitted include an original and four (4) copies (5 total) of the completed Grant Application?

❏ AND signed copies of the *General Grant Conditions and Assurances* and *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*; two (2) signature pages total? (Location and description found on pages 16 & 17.)

Grant application materials follow on the remaining pages.

Grant Application ⎯⎯⎯⎯⎯⎯

Department of Criminal Justice Services, 805 East Broad Street, Richmond, Virginia 23219

Grant Program:	**Byrne Memorial Grant Program**
Applicant:	
Jurisdiction(s) Served:	
Program Title:	**Criminal Justice Record Systems Improvement**
Grant Period:	**July 1, 2004 through June 30, 2005**

	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-mail:			

Signature of Project Administrator:

Brief Project Description:

PROJECT BUDGET SUMMARY	DCJS Funds	Match
	Federal	**Local**
Personnel	$	$
Consultants	$	$
Travel/Subsistence	$	$
Equipment	$	$
Indirect Costs	$	$
Supplies/Other Operating Expenses	$	$
Totals:	$	$

Grand Total (Federal + Local)**: $**

ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS	APPLICANT MATCH	TOTAL
a. Names of Employees	**Position Titles**	**Annual Salary Rate**	**Hours Devoted**	**FEDERAL**	**CASH**	
TOTAL:						
b. Fringe Benefits						
FICA % =						
Retirement =						
Other (itemize) =						
TOTAL:						
TOTAL PERSONNEL (a + b):						

2. Consultants (including Travel and Subsistence)

	DCJS FUNDS	APPLICANT MATCH	TOTAL
a. Individual Consultants			
Type:			
Hours Devoted:			
TOTAL:			
b. Organizations and Associations			
Type:			
Fee:			
Time Devoted:			
TOTAL:			
c. Consultants' Subsistence and Travel			
Number of Days:			
Rate/Day:			
TOTAL:			
TOTAL CONSULTANTS (a + b + c)			

3. Travel and Subsistence for Project Personnel

	DCJS FUNDS	APPLICANT MATCH	TOTAL
a. Local Mileage _____ X _____ per mile			
b. Non-local Miles _____ X _____ per mile			
c. Subsistence _____days X _____ per day			
d. Air or other fares _____			
TOTAL TRAVEL:			

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CR Grant Application page 2

ITEMIZED BUDGET *(Continued)*

4. Equipment				DCJS FUNDS	APPLICANT MATCH	TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	CASH	
TOTAL EQUIPMENT:						

5. Supplies and Other Expenses

Type	Quantity	Price			
TOTAL SUPPLIES AND OTHER:					

6. Indirect Cost

TOTAL INDIRECT COST:			

GRAND TOTAL:			

7. Cash Funds

Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)			
TOTAL:			

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C. Project Budget Narrative:

(Explain the reason for each requested budget item and provide the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.)

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D. Project Description

(Describe in detail the need for the project, goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the goals and objectives are met.)

Program Title: "Criminal Justice Record Systems Improvement Program"

Need Justification:
(Describe in specific terms the deficiency the project is intended to address.)

Goals and Objectives:

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Implementation Plan:

(Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the objectives.)

CR Grant Application page 6
Use additional pages 6a, 6b, etc. as needed

WORKPLAN / Implementation & Evaluation Plans
Criminal Justice Records Systems Improvement Grant Application

Applicant: Program Title: Criminal Justice Record Systems Improvement					EVALUATION PLAN: Describe how you intend to measure whether or not objectives are accomplished. Identify statistical data or other information (documentation) that will be used to evaluate each objective. Describe measurement techniques that will be used.
IMPLEMENTATION PLAN	Planned		Actual		
Objective/Activity	Begin	End	Begin	End	

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Evaluation Plan

[Describe how you intend to measure the success of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to evaluate the achievement of objectives. Describe how data and information will be analyzed. Describe measurement techniques that will be used.]

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